

When using plain bond (internal CIA), memoranda prepared for the signature of the Deputy Director of Central Intelligence should show the following signature line:

E. H. Knoche
Deputy Director of Central Intelligence

Or

For informal memoranda
and/or notes:

E. H. Knoche
DDCI

CIA letterhead should be used when the DDCI is presenting a CIA view or position or presenting CIA comments on an Agency problem. In this case use:

E. H. Knoche
Deputy Director

When preparing personal-type memoranda/letters for the DDCI's signature which state his personal view on an intelligence problem use DDCI letterhead with the following signature line:

E. H. Knoche (no title)

When a complimentary close is required, "Faithfully yours," should be used, unless circumstances clearly warrant "Sincerely," (e.g., when writing members of Congress and/or U.S. or foreign ambassadors) or "Respectfully yours," (e.g., when writing to the President). In these particular cases, feel free to call the DDCI's office for guidance.

For shorter version correspondence, 5 x 7 letterhead stationery is also available.

UNCLASSIFIED

CONFIDENTIAL

SECRET

Approved For Release 2002/01/15 : CIA-RDP79M00467A000200060056-3

EXECUTIVE SECRETARIAT

Executive Registry

Routing Slip

76-2975

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI		X		
3	D/DCI/IC				
4	S/MC				
5	DDS&T	X			
6	DDI	X			
7	DDA	X			
8	DDO	X			
9	D/DCI/NIQ	X			
10	GC	X			
11	LC	X			
12	IG	X			
13	Compt.	X			
14	D/Pers	X			
15	D/S	X			
16	DTR	X			
17	Ass/DCI	X			
18	AO/DCI	X			
19	C/IPS				
20					
21					
22					
	SUSPENSE			Date	

Remarks:

DDC/21 July 1970
left pack
STATINTL

Approved For Release 2002/01/15 : CIA-RDP79M00467A000200060056-3

Executive Secretary
21 July 1970

Date